



2010 FALL SERVICE DAYS

2010 FALL SERVICE DAYS GRANT COMPETITION APPLICATION

Serve DC – The Mayor’s Office on Volunteerism is pleased to announce a Request for Applications for the 2010 Fall Service Days! Serve DC will award grants to support community service projects organized for 2010 Fall Service Days which include the 9/11 National Day of Service and Remembrance (September 11, 2010) and Make A Difference Day (October 23, 2010), both national days of helping others. Grants worth up to \$5,000 will be awarded.

To be eligible, applicants must:

- Be a local nonprofit organization, public school, university, community group, faith-based organization, state or local unit of government, or public organization.
- Plan to conduct the service projects only within the District of Columbia.
- Complete and submit all sections of the grant application by the stated deadline.

An organization described in Section 501 (c) (4), of the Internal Revenue Code, 26, U.S.C. 501 (c) (4), that engage in lobbying activities is **not** eligible to apply, serve as a host for the project, or act in any type of supervisory role in the program. **Individuals are not eligible to apply.**

Event Essentials

Serve DC seeks to develop a District-wide model of service that engages persons of all backgrounds regardless of disability, race, national origin, or religion to tackle critical community needs that are met through service projects. As such, applications are required to have the following elements for each service day:

1. *Service Project*

Project design must include specific service activities that address critical needs of the community. The service activities **must** include a reflection exercise component that ties the direct action with community need. The project **must** engage persons of all backgrounds. Special attention must be made to engaging persons with disabilities in service.

2. *Celebration*

All applicants must create a closing session to celebrate the service activities accomplished. Applicants may distribute modest tokens of appreciation such as certificates of completion or commemorative t-shirts, express the importance of the project with community representatives, and provide information and impact on 2010 Fall Service Days. The celebration can include light refreshments.

Project Guidelines

- ☐ All proposed projects must occur on Saturday, September 11, 2010 and Saturday October 23, 2010. Ongoing projects can continue during the gap in-between those dates.
- ☐ Attend one of three information sessions on Tuesday, May 18, 2010 at 5:30pm, Monday, May 24, 2010 at 5:30pm, and Thursday, June 3, 2010 at 5:30pm.
- ☐ Serve DC materials and messaging must be displayed at all project/event sites. **NOTE:** Serve DC will provide display materials.
- ☐ Grantees must acknowledge Serve DC – The Mayor's Office on Volunteerism as a 2010 Fall Service Days funder in all related publications.
- ☐ All Service Projects must include the two Event Essentials listed above

Grant Stipulations

- ☐ The grant period begins Thursday, July 1, 2010 and ends on Friday, November 12, 2010.
- ☐ Participate in the grantee guideline session on July 1, 2010 at 5:00pm.
- ☐ Complete and return the *Project Information Form* created by Serve DC.
- ☐ Complete and return the W-9 and Master Supplier Forms to Serve DC.
- ☐ Each grantee must submit a final report on *Friday, November 5th* to include 1) record of expenditures with receipts 2) photos and other media.
- ☐ Serve DC reserves the right to terminate grants if organizations make misrepresentations, misappropriate funds, or do anything inconsistent with the activities funded.
- ☐ Grantees must alert Serve DC of any significant organizational or programmatic changes, particularly if those changes will prevent successful completion of the event.

Judging Criteria

The most competitive applications will factor in all or most of the following components:

- ☐ Potential for replicability as a model of service.
- ☐ Collaboration among community agencies and stakeholders.

- ☐ A cost-effective budget that shows strong community commitment.
- ☐ Past work in implementing successful days of service that focused on the disability community.
- ☐ Inclusion of persons with disabilities in the volunteer aspect of project.
- ☐ An event that culminates with a special closing ceremony that recognizes the power of community collaboration regardless of disability, race, national origin, or religion.

Judges for the 2010 Fall Service Days Grant Competition will include Serve DC staff and Serve DC Commissioners or Disability Inclusion Advisory Committee members.

If you have any questions regarding the 2010 Fall Service Days Grant Competition, please contact Joseph Martin at (202) 727-7937 or Joseph.Martin@dc.gov.

Please send completed application to:

Joseph Martin
Serve DC – The Mayor's Office on Volunteerism
Frank D Reeves Municipal Center
2000 14th Street, NW Suite 101 NW
Washington, DC 20009
fax: 202-727-7937
email: Joseph.Martin@dc.gov

DEADLINE: 12:00 PM, TUESDAY, JUNE 15, 2010

Please type or print legibly and answer all questions. Incomplete or illegible applications will be disqualified. **DEADLINE: 12:00 pm, Tuesday, June 15, 2010**

Organization Name:	
Project Coordinator:	Email:
Address:	Phone:
Amount Requested:	
<p>Service Days: Has your organization conducted a service day event which highlighted the disability community in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you responded Yes, please describe in 500 words or less your years of experience in organizing and implementing these activities on a separate page if needed. Please include the average number of volunteers engaged. If you responded No but have led an event similar to these, please feel free to share that information.</p>	

General Project Description for 9/11 National Day of Service and Remembrance: Please describe the type of service project planned including activities and community need addressed by the project. In addition, if you require more space, please complete on a separate sheet.

Project Profile:

Number of non-profit partners_____

Estimated number of total volunteers_____

Estimate number of volunteers with disabilities_____

Start and end time of the project(s) _____

Data Collection Techniques for 9/11 National Day of Service and Remembrance: Please describe in detail how quantitative and qualitative data will be gathered to evaluate the outcome of the proposed activities. Please provide or describe examples of evaluation tools.

Essential Elements for 9/11 National Day of Service and Remembrance: All 2010 Fall Service Days events supported by this grant must adhere to the elements below. Please describe in detail how your projects will include these elements. Please limit responses to 2 pages.

Service Project

Project design must include specific service activities that address critical needs of the community. The service activities **must** include a reflection exercise component that ties the direct action with community need. The project **must** engage persons of all backgrounds. Special attention must be made to engaging persons with disabilities in service.

Celebration

All applicants must create a closing session to celebrate the service activities accomplished. Applicants may distribute tokens of appreciation, express the importance of the project with community representatives, and provide information and impact on 2010 Fall Service Days. The celebration can include light refreshments.

Budget for 9/11 National Day of Service and Remembrance: Please provide detailed information how you will use the funds if awarded the grant.		
Item	Total Funds Required	Funds Requested from Serve DC
Staffing		
Supplies and Materials (requires tracking of receipts)		
Printing		
Other		
Total		

General Project Description for *Make A Difference Day*: Please describe the type of service project planned including activities and community need addressed by the project. In addition, if you require more space, please complete on a separate sheet.

Project Profile:

Number of non-profit partners_____

Estimated number of total volunteers_____

Estimate number of volunteers with disabilities_____

Start and end time of the project(s) _____

Data Collection for *Make A Difference Day*: Please describe in detail how quantitative and qualitative data will be gathered to evaluate the outcome of the proposed activities. Please provide or describe examples of evaluation tools.

Essential Elements for *Make A Difference Day*: All 2010 Fall Service Days events supported by this grant must adhere to the elements below. Please describe in detail how your projects will include these elements. Please limit responses to 2 pages.

Service Project

Project design must include specific service activities that address critical needs of the community. The service activities **must** include a reflection exercise component that ties the direct action with community need. The project **must** engage persons of all backgrounds. Special attention must be made to engaging persons with disabilities in service.

Celebration

All applicants must create a closing session to celebrate the service activities accomplished. Applicants may distribute tokens of appreciation, express the importance of the project with community representatives, and provide information and impact on 2010 Fall Service Days. The celebration can include light refreshments.

Budget for <i>Make a Difference Day</i>: Please provide detailed information how you will use the funds if awarded the grant.		
Item	Total Funds Required	Funds Requested from Serve DC
Staffing		
Supplies and Materials (requires tracking of receipts)		
Printing		
Other		
Total		

W-9 and Master Supplier Information Collection Template

Complete the attached W-9 and Master Supplier Information Collection Template forms and return with the application. For the W-9, under the section *Taxpayer Identification Number (TIN)*, in the box marked *Employer Identification Number*, enter the corresponding number of your fiscal agent, or the organization that will receive the check for your proposed 2009 Make A Difference Day project. **Applications will be considered incomplete without the W-9 and Master Supplier Information Collection Template forms.**

Project Information Form

Complete the attached Project Information Form and include it with your grant application. Although some information requested may be the same as on the grant application, provide all information again as thoroughly as possible.

Contract

If my organization receives a 2010 Fall Service Days Grant, I understand that all funds will be made payable to the designated organization and are strictly for the uses agreed upon with Serve DC. I further understand that Serve DC retains the authority to make and award grants at its sole discretion. I am aware of the obligations expected of grantees and am prepared to see that my organization or I fulfill these requirements. Except where prohibited by law, I grant permission to Serve DC to use my or my organization's name, photograph, or project for related publicity.

Applicant Signature

_____ **Date** _____

STRICT DEADLINE: 12:00 PM, TUESDAY, JUNE 15, 2010